

THE HUMBLE LILY BOUTIQUE BY BETHLEHEM HOUSE



EMPLOYMENT INFORMATION

General Information. Please complete all requested information. Use ink and print.

Location/Store		Today's Date	Position Desired																	
Name (Last)	(First)	(Middle)	Minimum Salary Desired		Date Available For Work															
Email Address			I am interested in: <input type="checkbox"/> Full-time 30-40 hrs. per week <input type="checkbox"/> Part-time 0-29 hrs. per week <input type="checkbox"/> Seasonal Holiday/Summer																	
Street Address			Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are under 18, you may be required to provide a work permit prior to working. Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No																	
City		State	Zip																	
Telephone (Home)		Telephone (Cell)																		
If you have worked for our company before (Bethlehem House or Humble Lily), state where, when, final position, and reason for leaving. Have you ever applied to our company before? If yes, where?			Please indicate the hours you are available to work during both day and evening (i.e., 2-4 p.m., 6-10 p.m.)																	
			<table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>TH</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				S	M	T	W	TH	F	S							
S	M	T	W	TH	F	S														
			Note: Should your availability change, it is your responsibility to notify your supervisor Do you have any relatives now employed by our company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify by name(s), position and location:																	

Work Experience. List your previous experience, beginning with your current or most recent position.

Employer		Starting Position		Starting Salary	
Street Address		City	State	Zip	
Most Recent Position		Most Recent Salary			
Phone	Supervisor	Name/Title			
Duties		Reason For Leaving			
Dates of Employment		Start: Month		Year	End: Month
				Year	Year

Employer		Starting Position		Starting Salary	
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Duties		Reason For Leaving			
Dates of Employment		Start: Month		Year	End: Month
				Year	Year

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Street Address		City	State	Zip	
Most Recent Position		Most Recent Salary			
Phone	Supervisor	Name/Title			
Duties		Reason For Leaving			
Dates of Employment		Start: Month		Year	End: Month
				Year	Year

References. Individuals not related to you. Business references preferred.

Reference		Street Address		City	State
Phone	Email	Job Title		How Acquainted and For How Long	

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Phone	Email	Job Title		How Acquainted and For How Long	

Education & Training: Please include name, street, city, state and zip code for each school.

School	Address (include city & state)	Number of Years Completed	Degree	Type of Course/Major
College				
High School				
Additional Training				
Foreign languages?		Spoken Fluently?		
For office positions, indicate the job skills which you have performed: <input type="checkbox"/> Typing _____WPM <input type="checkbox"/> 10-key <input type="checkbox"/> By Touch <input type="checkbox"/> By Sight (Circle One)				
Computer/Software				
Other				

Additional Employment History Inquiries

Have you ever been dismissed or forced to resign from any employment? Yes No
 If yes, please explain:

Have you been convicted of a felony crime or theft-related misdemeanor within the last 7 years that has not been expunged, sealed, impounded or annulled? Yes No
(In Hawaii only; Do not answer this question. In California only; Do not answer yes if you were referred to or participated in a diversion program, or if your conviction was solely for a marijuana-related offense more than two years old.)
 If yes, state details: Convictions will not necessarily disqualify applicant; each case is considered individually.

Permission to Work

Are you legally authorized to work in the United States? Yes No
 Will you now or in the future require sponsorship for employment visa status (e.g., H1-B status)? Yes No

Referral Source

Walk-in Applicant Newspaper Ad Employee Referral (Name) _____

Community Organization (Name) _____ School/College _____

Website (Name) _____ Other (Please List) _____

Additional Questions

Why are you interested in working for our company?

What strengths would you bring to our company?

What didn't you like about your previous jobs?

Applicant's Statement

If I am employed, I agree to abide by the rules and regulations of the Company. I understand that my employment is at-will. This means that I do not have a contract of employment for any particular duration or limiting the grounds for my termination in any way. I am free to resign at any time. Similarly, Bethlehem House or The Humble Lily is free to terminate my employment at any time for any reason. I understand that while personnel policies, programs and procedures may exist and be changed from time to time, the only time my at-will status could be changed is if I were to enter into an express written contract with Bethlehem House or The Humble Lily explicitly promising me job security, containing the words "this is an express contract of employment" and signed by an officer of Bethlehem House or The Humble Lily. The above language contains our entire agreement about my at-will status and supersedes any past, future, or oral side agreements.

All of the information I have supplied in this application is a true and complete statement of the facts, and if employed, any false statement or omission could result in immediate dismissal. I understand that Bethlehem House or The Humble Lily may share the information contained in this application with other Bethlehem House or The Humble Lily employees for employment and administrative purposes and hereby consent to such transfer. I authorize you to contact my references, as well as current and previous employers, to obtain information on my work history and qualifications for employment.

Signature _____

Date _____